

~~CONFIDENTIAL~~

8 December 1948

MEMORANDUM:

TO : All Division Chiefs

FROM : Chief, FBIB

SUBJECT: Confidential Publications, "Facts and Figures"

1. The following instructions will apply to distribution of the new "Confidential" FBIB special report "Facts and Figures."

a. All those copies for use of FBIB personnel will be delivered by CIA messengers to the Mail Clerk, in the Administrative Office.

b. All such copies will be logged in, numbered, and addressed by the Mail Clerk.

c. Numbered copies will then be delivered within Briggs School to each recipient by an FBIB messenger.

d. Each FBIB recipient will be personally responsible for the proper handling and disposition of the numbered copy addressed to him.

e. When finished with his copy each recipient except those listed below will be personally responsible for shredding and placing his copy in the classified waste bag opposite the guard post on the first floor of Briggs School.

When finished with his copy each of the following recipients will be personally responsible for delivery of his copy to [] or to her alternate, []
Room 202.

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Chief, FBIB
Chief, Special Reports Division
Operations Officer
Liaison Officer
Chief, Monitoring Section

This document is part of classified integrated file.
If separated from file, document is unclassified.

f. As directed by the Chief, Special Reports Division and the Liaison Officer, [] or her alternate will file in a combination lock type safe file cabinet sufficient copies for, (1) [] and (2) surplus copy file.

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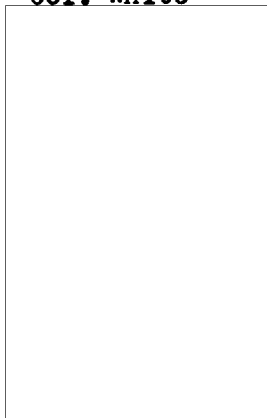
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g. When no longer needed for distribution surplus copies described in f above will be shredded and deposited in the classified waste bag by or her alternate.

2. All recipients, and other FBIB employees who have occasion to make use of this publication, will at all times handle copies in accordance with those procedures outlined in CIA Security Regulations for handling "Confidential" material.

L. K. WHITE

Distribution:
Col. White



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